

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140021-9

PREPARE IN DUPLICATE

DDS/OTR 28 25X1

1. TITLE OF REPORT (If a fill-in report include Form No.)

Reports Inventory, Form 142

2. TYPE OF REPORT
☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

<input checked="" type="checkbox"/> PERSONNEL	<input checked="" type="checkbox"/> TRAINING
<input checked="" type="checkbox"/> LOGISTICS	<input checked="" type="checkbox"/> SECURITY
<input checked="" type="checkbox"/> MEDICAL	<input checked="" type="checkbox"/> FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

One time

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form computer print-out, etc) Form

8. ADP PROCESSING

<input type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.
<input checked="" type="checkbox"/> NO	

9. DIRECTIVE AUTHORITY REQUIRING REPORT
DDS, based on Presidential directive dated 5 August 1970.

10. PREPARING COMPONENT (include lowest level contributing information to report)

Branches and Base.

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
0 (Twenty-seven separate Form 142 reports submitted by Station components were required to prepare this inventory.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-15	12.80		0.5		6.40		1		\$ 6.40
GS-14	11.00		4.0		44.00		1		44.00
GS-13	9.10		1.0		9.10		1		9.10
GS-12	8.00		3.0		24.00		1		24.00
GS-11	6.50		0.5		3.25		1		3.25
GS-09	5.70		1.0		5.70		1		5.70
GS-07	4.50		1.0		4.50		1		4.50
GS-06	4.00		1.0		4.00		1		4.00

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR \$100.95

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report was initiated by memorandum from OTR dated 18 September 1970, subject: OTR Reports Inventory. Requirement established by Presidential directive dated 5 August 1970.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

☒

OTHER (explain) As required by Headquarters directive

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

0

DOLLARS

0

16. DATE OF INVENTORY

6 October 1970

INFORMATION

25X1

18. EXTENSION

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FORM 9-70 142

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(22-36-43)